

Application for Counseling Services

Date: [Insert Date]

To,
The Counselor,
[School/College Name],
[Address],
[City, State, Zip Code]

Dear [Counselor's Name],

I am writing to formally request counseling services at [School/College Name]. My name is [Your Name], a [Your Year/Grade] student majoring in [Your Major/Field of Study].

Due to [briefly explain your reasons--stress, anxiety, personal issues, etc.], I believe that seeking professional counseling will greatly benefit my emotional and mental wellbeing. I am eager to discuss my concerns and explore effective coping strategies.

I am available for appointments on [insert your available days and times], but I am willing to accommodate your schedule as well. I appreciate your consideration of my request and look forward to your response.

Thank you very much for your attention to this matter.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]